

Centurion
MULTI-ACADEMY TRUST

Leading Learning
Leading Ambition
Leading Success

For brighter futures

CANDIDATE INFORMATION PACK

Management Accountant

Help turn financial insight into better outcomes for children.

Leading Learning

Leading Ambition

Leading Success

For all







Management Accountant

Help turn financial insight into better outcomes for children

Organisation	Centurion Multi-Academy Trust
Contract	Permanent | 37 hours per week | TTO+5 Days
Base	Central Trust team, c/o Battle Hill Primary School, Wallsend, NE28 9DH
Reporting to	Chief Financial Operating Officer
Salary	Grade 9 SCP 28 – 32 £40,444 - £44,253 (actual Pro'Rata salary £35,254-£38,746)
Start date	January 2027
Closing date	Tuesday 1st December 2026 @ 10am
Interviews	TBC

Welcome to Centurion

A finance role with visible impact

Thank you for considering the Management Accountant role at Centurion Multi Academy Trust. We are a growing family of five primary schools in North Tyneside: Battle Hill Primary School, Denbigh Primary School, Hadrian Park Primary School, Spring Gardens Primary School and Westmoor Primary School.

Our vision is “Leading Learning, Leading Ambition, Leading Success”. Children are at the heart of our work, and our strategic aims include robust financial stability, strong assurance, value for money and high quality central services for our schools.

This role sits at the centre of that ambition. You will give school and Trust leaders accurate, timely information and constructive financial challenge, helping them make confident decisions about budgets, staffing, investment and resources.

We are looking for someone who combines sound management accounting with a practical, collaborative style. You do not need to arrive knowing every aspect of academy finance, but you do need strong accounting fundamentals, curiosity, credibility with non finance colleagues and the drive to improve how things are done.

We hope this pack gives you a clear picture of the opportunity and how to apply.



Chief Executive Officer
Centurion Multi Academy Trust

OUR TRUST AT A GLANCE

Established	January 2024
Trust	5 primary schools in North Tyneside
Purpose	Every child flourishing and achieving their full potential
Finance priority	Financial stability, sustainability, assurance and value for money
Central office	Battle Hill Primary School, Wallsend

The opportunity

Why this role matters

As Management Accountant you will be a trusted finance partner to school leaders and the central team. You will turn transactions and budgets into useful management information, maintain strong controls and help leaders understand the financial consequences of operational choices.

The post is deliberately broader than month end reporting. It combines management accounts, forecasting, payroll balance sheet control, audit support, procurement insight and business partnering. In a growing Trust, you will also have scope to improve systems, reporting and processes.

What you will own

- Monthly management accounts for an agreed portfolio of schools and/or central functions, including clear variance commentary and forecasts.
- Budget monitoring, reforecasting and support for annual budget setting and medium term financial planning.
- Month end journals, accruals, prepayments, control account reconciliations, bank reconciliations and other close activities.
- Payroll reconciliation and investigation of variances, working closely with school and payroll colleagues.
- Financial advice and challenge for Headteachers, budget holders and senior leaders, presented in plain English.
- Audit schedules, evidence and follow up actions, plus support for statutory and DfE/HMRC returns as allocated.
- Financial input to procurement, projects, capital planning, grant income and value for money work.
- Continuous improvement of financial controls, reporting, systems and ways of working.

What success looks like after 6–12 months

- Leaders receive reliable monthly information on time and understand the actions it points to.
- Forecasts are current, evidence based and actively used in decision making.
- Reconciliations and control processes are complete, documented and audit ready.
- Budget holders see Finance as an accessible partner that provides support as well as challenge.
- Opportunities for savings, income generation or process improvement are identified and followed through.

Job description

Job title	Management Accountant
Responsible to	Chief Financial Operating Officer
Location	Central Trust team, Wallsend, with travel to Trust schools as required
Hours	37 hours per week, TTO+5 Days
Contract	Permanent
Grade	Grade 9 SCP 28 – 32 £40,444 - £44,253 (actual Pro'Rata salary £35,254-£38,746)

Job purpose

To provide high quality management accounting and finance business partnering across Centurion Multi Academy Trust, ensuring leaders have accurate financial information, robust forecasts and practical advice. The postholder will support strong financial control, compliance, value for money and the effective use of resources to improve outcomes for pupils.

Management accounting and reporting

- Prepare monthly management accounts to timetable, with variance analysis, commentary, KPIs and forward looking forecasts.
- Complete month end processes including journals, accruals, prepayments and reconciliations & VAT
- Maintain accurate financial records and investigate unexpected movements or anomalies.
- Ensure all month end queries are answered in detail with supporting reconciliations as required
- Compile and produce financial performance reports in line with The Academies Financial Handbook and presentations suitable for Headteachers, senior leaders, committees and Trustees as required.

Budgeting and financial planning

- Support annual budget setting and multi year financial planning, including modelling staffing and other key assumptions.
- To work closely with the Chief Financial Operating Officer and Finance team to ensure financial controls across the trust are robust and applied consistently, suggesting and implementing improvements to the controls framework where appropriate to keep in line with sector best practice.
- To develop and strengthen the Finance Business Partnering team ensuring key stakeholders are supported to understand their budgets and any actions required
- Meet budget holders regularly to review performance, challenge assumptions, identify risks and agree actions.
- Monitor cash, reserves, grant income and capital expenditure where allocated, escalating material issues promptly.
- Continuously seek ways to ensure finance processes and controls are performed in the most effective and efficient manner
- Support business cases and scenario modelling so leaders understand affordability and financial impact.

Controls, compliance and audit

- Work in accordance with the Trust's financial policies and the Academy Trust Handbook.
- Support the Executive Team and school leadership teams in meeting the requirements of the DfE Academy Trust Handbook
- Be responsible for ensuring high standards of compliance with the CMAT financial handbook and immediately report any instances of non compliance
- Maintain strong balance sheet and control account disciplines and support the design and improvement of internal controls.
- Prepare schedules and evidence for internal and external audit and ensure agreed actions are progressed.
- Support statutory, DfE and HMRC returns as allocated, including VAT and grant claims where relevant.

Payroll, Procurement and Projects

- Reconcile payroll to the ledger and budget, investigating and resolving differences with relevant colleagues.
- Provide financial input to procurement and tendering activity, ensuring appropriate approvals and value for money considerations
- Support capital and other Trust wide projects with costings, options analysis and monitoring.
- Identify opportunities to improve efficiency, generate income or secure external funding.

Business partnering and continuous improvement

- Build constructive relationships with Headteachers, school leaders, budget holders and central colleagues.
- Work with Office Managers in ensuring schools use resources effectively and efficiently and work collaboratively with colleagues in income generation (e.g. fund application, other income generation initiatives)
- Translate technical finance into clear options, implications and recommendations for non finance colleagues.
- Provide proportionate professional challenge where plans create financial risk or do not represent value for money.
- As part of Central Finance Team, support other finance colleagues based in other locations when required
- Improve reporting, systems and processes, making effective use of Excel and finance technology.
- Share knowledge and provide guidance or training to colleagues on financial procedures and budget management.

General responsibilities

- Maintain confidentiality and handle personal and financial data appropriately.
- Keep professional knowledge current and participate actively in continuing professional development.
- Work flexibly across Trust sites when required and contribute positively to the wider central team.
- Deputise for the CFOO where required
- Undertake other duties that are commensurate with the level and nature of the post.

Person specification

We will shortlist against the essential criteria below. Evidence may be assessed through the application form, interview, references and a practical finance exercise.

Area	Essential	Desirable	Assessment
Qualifications	Qualified or Part Qualified accountant, or AAT Level 4 with substantial directly relevant management accounting experience. Evidence of ongoing CPD.	Fully qualified CIMA/ACCA/ACA/CIPFA	Application / certificates
Experience	At least 3 years in a substantive finance role; management accounts; budget monitoring and forecasting; reconciliations and month end; working to deadlines. Have knowledge of or experience of working in a school or Multi Academy Trust (MAT)	Experience of finance business partnering with Headteachers, senior leaders and non finance budget holders, including constructively challenging financial decisions	Application / interview
Technical knowledge	Strong understanding of management accounting, Academy funding, Academy Trust Handbook, VAT for Academies and DfE returns	Familiar with IMP and Iris / PS Financial Systems	Application / task / interview
Analysis	Able to interpret complex financial data, identify trends and risks, reconcile differences and make clear recommendations.	Dashboarding, scenario modelling or process automation experience.	Task / interview
Communication	Able to explain financial information clearly in writing and verbally to non finance colleagues; able to provide constructive support and challenge.	Experience presenting to senior leaders and trustees.	Application / interview
Ways of working	Accurate, organised, proactive, adaptable, collaborative and able to prioritise competing deadlines with integrity and discretion.	Experience supporting change or systems improvement.	Application / interview / references
Trust context	Commitment to Centurion's vision, equality, safeguarding and the effective use of public money.	Knowledge of North Tyneside school communities.	Application / interview

Why join Centurion?

A growing Trust where finance is part of the mission

Centurion's strategic plan puts financial excellence alongside learning, workforce and operational excellence. For the successful candidate, that means the Management Accountant can influence decisions early rather than simply report them afterwards.

Visible impact

Your work will support five local primary schools, helping leaders direct finite resources towards pupils and priorities.

Growth and improvement

Centurion has an established base for future growth and as such creates genuine scope to shape finance processes and reporting.

Collaboration

The Trust emphasises innovation, dedication and collaboration. This role is designed around close working with school and central leaders.

Public service purpose

You will apply professional finance skills in an organisation whose mission is to enable every child to flourish and achieve their full potential.

Employee offer

- Local Government Pension Scheme membership and employer contribution arrangements.
- Generous annual leave entitlement plus bank holidays, including increase with service.
- Hybrid working arrangements
- Employee assistance, occupational health and wellbeing support
- Soon to be introduced salary sacrifice schemes such as Cycle to Work, Electric Vehicle schemes
- Professional development and support
- Mileage arrangements for required travel between Trust sites.

How to apply

We want the application process to be clear and straightforward.

Please apply on My New Term (link available on Trust website). Your supporting statement should explain how your experience, skills and approach meet the person specification, using practical examples.

Send to	To apply, please visit our website Vacancies - Centurion Multi-Academy Trust
Closing date	Tuesday 1st December 2026 @ 10am
Shortlisting	Wednesday 2nd December 2026
Interview	TBC
Informal discussion or Visit	Melissa Tunney, CFOO, m.tunney@centurionmat.org.uk

Suggested supporting statement

Maximum two sides of A4. Please address:

- Your experience producing management accounts, forecasts and meaningful variance commentary.
- An example of how your financial analysis influenced a decision or improved value for money.
- How you build effective relationships with non finance budget holders while maintaining appropriate professional challenge.
- A finance process, control or system you have improved and the result.
- Why you want to work for Centurion Multi Academy Trust.

Safer recruitment and pre-employment checks

Safeguarding is everyone's responsibility

Centurion Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo appropriate pre-employment checks.

- Identity and right to work checks.
- Verification of relevant qualifications and professional membership.
- Employment history checks, including exploration of any gaps or discrepancies.
- References, including from the current or most recent employer as appropriate.
- DBS and barred list checks
- Appropriate overseas checks where the candidate has lived or worked outside the UK.
- Online searches for shortlisted candidates as part of the Trust's due diligence process.
- Health/occupational health assessment, with reasonable adjustments considered.

Equal opportunities and reasonable adjustments

Centurion encourages applications from a broad range of candidates and will make reasonable adjustments for disabled applicants throughout recruitment